

2022 position description head of venue management

overview

JOB PROFILE: The Head of Venue Management manages the strategic and day-to-day operational aspects of our venue ARA Darling Quarter Theatre, home of Monkey Baa. Working closely with the Executive Director, implement whole-of-company business development and placemaking strategies to maximise the value of our space.

HOURS/TYPE: Full time

Monkey Baa is family friendly company and is flexible with the working hours of all staff. The role requires out of hour work including over the weekend and evenings.

REPORTING

TO: Executive Director

SALARY: \$80,000

Plus, 10.5% employer contribution to superannuation
20 days annual leave per annum
10 days personal leave per annum

CONTRACT: 12-month contract (with the option to extend);
a 3-month probationary period applies

APPLICATION: Please submit a CV and cover letter (no more than 2 pages) addressing the selection criteria via our online form at <https://wkf.ms/3A3cOy1>

CONTACT: Kevin du Preez, Executive Director
kevin@monkeybaa.com.au

DEADLINE: Monday, 29 August 2022 at 5pm AEST

about you

The ideal candidate will be very organised and can work in a fast-paced environment. We are looking for someone that can both strategise and deliver on the detail with the same rigor and enthusiasm.

We are transforming our theatre over the next five years and we need someone that can maximise the impact of our space for our company, our artists, our patrons and community. We need a leader that can inspire and develop a high-performing team of professionals to run the day-to-day operations of our theatre.

The right person will be passionate about creating opportunities for young people to engage with creativity and the arts. They will be a clear communicator, a lateral thinker and self-driven.

duties

- Working closely with the Executive Director, develop and implement business development and placemaking strategies for the theatre to maximise our community impact.
- Leading the Venue Management team to manage the day-to-day operations of the ARA Darling Quarter Theatre.
- Oversee all technical and visitor engagement of all productions and events presented at the theatre.
- Effectively manage our venue hire business to ensure high-quality client service and sales targets are met.
- Ensure the brand of the theatre is protected and activity is aligned with our values and work for young people.
- Working closely with Head of Production and Producer to deliver venue services for Monkey Baa produced and presented shows.
- Line management of the Customer Experience and Technical Leads.
- Oversee casual workforce management while supporting the Customer Experience and Technical Leads as they supervise front-of-house, technical and other staff.
- Preparing long-term plans for use and maintenance of the ARADQT, including capital improvement and development.
- Ensuring that the ARA Darling Quarter Theatre (ARADQT) is well maintained and operated within the scope of the annual budget.

- Manage suppliers such as cleaners, technical support, etc.
- Oversee the updates on WH&S documentation to ensure all company policies are in line with the act and regulation, as well as accepted national standards for best practice.
- Act as the WH&S Representative, Risk Officer and Chief Fire Warden.
- Other duties as required.

selection criteria

ESSENTIAL

The following skills and personnel specifications are essential for applicants:

- A minimum of five years' professional experience in similar roles.
- Extensive experience in growing business around a venue and/or developing and implementing placemaking strategies.
- Highly organised with strong attention to detail. Strong project management skills and experience.
- Understanding of creative processes and receptive and responsive to creative concepts.
- An understanding of the Australian theatrical landscape and a commitment to theatre for young people.
- Lateral thinking – possessing excellent problem-solving skills.
- Highly developed oral and written communication skills and interpersonal skills.
- Strong knowledge of WHS practices.

The following are required:

- Must hold a valid drivers licence.
- Current Working with Children Check

about us

Monkey Baa makes great theatre for young people for over 25 years we presented award-winning theatrical experiences that inspire and empower young people across Australia and internationally. For the past decade, Monkey Baa has made its

home at the ARA Darling Quarter Theatre in Sydney and on Gadigal land. This is where we work, play and produce high-quality theatre.

We are one of Australia's widest touring companies with 28 national tours to 135 regional and remote communities, 5 international tours and over 3,700 performances reaching over 1.5 million young people.

Nearly a quarter of a century of operation requires resilience and ingenuity. Much has changed since its inception in 1997 – particularly in the past 2 years – but Monkey Baa's appetite for development, transformation and renewal remains the same.

Why work for us?

- We encourage boundless dreaming and celebrate the unexpected.
- We embed the joy of creative play in everything we do.
- We take a young person-centered approach to all aspects of our work.
- We prioritise inclusivity, supportiveness, flexibility and mutual respect.